

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER

MONTHLY STATISTICAL SUMMARY FOR JULY 1968

1. Accessioning

There were 831 cu. ft. of Inactive Office Records accessioned during July. These records were retired by:

STATSPEC

DCI/OPFB - 1 cu. ft.	DDS/OF - 160 cu. ft.
DCI/OIG - 14 " "	DDS/OS - 31 " "
DDI/NPIC - 112 " "	DDS/OC - 16 " "
DDI/OCI - 3 " "	DDS/OTR - 5 " "
DDI/OSR - 14 " "	DDS/OL - 66 " "
DDI/████ - 2 " "	DDS/OP - 10 " "
DDI/CRS - 67 " "	DDS&T/OSA - 9 " "
DDI/OER - 13 " "	DDS&T/OSP - 42 " "
DDP/TSD - 4 " "	DDS&T/ORD - 3 " "
DDP/RID - 208 " "	DDS&T/OSI - 8 " "
DDS/OMS - 16 " "	DDS&T/FMSAC - 26 " "

The Supplemental Distribution Items accessioned consisted of 113 cu. ft. of maps, 45 cu. ft. of NIS, 65 cu. ft. of NPIC reports and 84 cu. ft. of all other items. Fifty six cu. ft. of the NPIC reports consisted of 2,078 reports totaling 18,356 copies that were formally stored and serviced by NPIC. An analysis of the NIS accessioned reflects the following:

- 2 NIS Reports were new (3 cu. ft.)
- 1 NIS Report was a rerun (3 cu. ft.)
- \*17 NIS Reports were revisions (39 cu. ft.)

\*The revisions permitted the destruction of 18 cu. ft. Accessions of all categories averaged 56 cu. ft. per day.

2. Reference

During July there were 10,745 reference items furnished to requestors. On 1 July, 4 people from the Office of Security came to the A&RC to review 250 Security folders. There was an increase in the Reference activity in all categories during July, however, the largest increase was in the Inactive Office Records which was 1,222 more than June.

3. Disposition

Disposition action was taken on 616 cu. ft. of records; 441 cu. ft. were destroyed at the Center, and 175 cu. ft. were transferred back to the

Excluded from automatic  
downgrading and  
declassification

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originating office. The majority of the destruction came from:  
 RID - 92 cu. ft.; Personnel - 123 cu. ft.; Logistics - 83 cu. ft.;  
 Medical - 31 cu. ft.; and Central Reference - 17 cu. ft. Disposition  
 action taken on all categories averaged 28 per day.

#### 4. Archives

Due to vacations the only activity in the Archives was routine  
 work on the current holdings.

5. [REDACTED]

The last load was moved to [REDACTED] on 31 July. There was a  
 total of 26 loads consisting of 16,638 cu. ft. moved. This brings the  
 total at the [REDACTED] as of 31 July, to 20,155 cu. ft. A separate  
 report is being prepared on the move.

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#### 6. Total Holdings

The net increase for July was 608 cu. ft., bringing the total  
 holdings to 104,981 cu. ft. The average net increase per day was 28  
 cu. ft.

#### 7. Visitors

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[REDACTED]

[REDACTED]

Historian - 19 days

STATSPEC

OS	4	Operational research
NPIC	2	Deliver records
OL	1	Work on Vital Records
OC	3	Operational Research
OC	1	Historical Research
OC	1	Briefing & Tour
OL	2	Briefing & Tour
NE	1	Work on Vital Records
RID	1	Deposit Vital Records
OCI	3	Review Records to Reduce Holdings
OTR	1	Historical Research
NPIC	2	Deliver Records
OER	1	Review Records to Reduce Holdings
NPIC	2	Review Records to Reduce Holdings
OBI	10	Work on Vital Map Collection
CRS	4	Review Records to Reduce Holdings
RAB	3	Review Records and Discuss Problems

#### 8. General

Work continues on the new alarm system which is still not  
 operational.

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